

21 April 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Personnel
Policy, Planning, and Management

SUBJECT: Review of Recruitment Process

REFERENCE: Your Memo (DDA 81-0707/6), dtd 15 April 1981,
Same Subject

Max:

1. When we talked last week about the subject, Review of the Recruitment Process, I had not had an opportunity to read it. As you will recall, in response to your desire to send it to the other Deputy Directors, I suggested it be attached to our paper for the Executive Committee.

2. After reading the Review I withdraw that suggestion and return it to you to be distributed as you see fit. Although there are some recommendations that I endorse, e.g., one, two and four (which is being done), I have trouble with the others. There are inaccuracies, misperceptions, omissions and speculations in the paper that I do not want to compound by appearing to endorse the Review.

3. At first blush several of the recommendations and their supporting comments appear to make sense. Deeper analysis may indicate otherwise. For example, it is easy to compare the number of professionals recruited by WARO against the Field Recruiters. What the paper fails to discuss is the difference in qualifications of the professionals. Generally, WARO handles the entry-level BA graduate who is in town looking for a job. On the other hand the recruiter is out beating the bushes for the hard-to-get individual who is being sought by both the private and public sectors, i.e., engineers, computer science personnel, economists, CT's, etc. There are other inaccuracies about the recruiters and their mode of operations, i.e., only "work standard hour days" and no "expense account." It is disturbing to read that "all" of our optimization activity has been centered on the processing portion which implies nothing has been done in the field which is a gross misstatement.

4. Recommendations 8 and 10 are very troublesome since they impact on the suitability and quality of employees entering on duty. It is highly doubtful that the directorates and components who now rely on the PATB for a better

understanding of the qualifications of professional applicants will be agreeable to dropping the PATB tests. A few years ago I thought this was necessary in order to speed up the hiring process and cut expenses for entry of CT's. What I quickly learned is that you cannot depend on College SAT scores. The applicant may have gone through college with a 3.5 average but cannot read nor write. Another disturbing recommendation, number 8, is that we eliminate the clinical portion of medical processing for those involved in sedentary jobs until the person has entered on duty. I can assure you that this could result in not only a higher cost to the Government but also in legal cases. It can be predicted that it will be necessary to terminate individuals who are found to have a serious medical problem after entering on duty. This problem is compounded if the individual has sold his/her house and has quit his/her job to move to Washington.

5. I agree that the invitee travel must be better controlled and we are working toward this end. The paper fails to note that we are trying to improve the staffing requirements to ensure that vacancies do indeed exist before an applicant is invited in to Washington. Also, the pre-investigative interviews by security and medical representatives and the task force approach for technical testing, pre-polying and medical exams in the field will reduce unnecessary invitee travel. The Review suggests that invitee travel is skyrocketing despite front-end screening. The paper fails to note that this is directly attributable to a large increase in positions, FY 81-291, FY 82-483 and possibly up to 1000 in FY 83. Also, there has been a significant increase in travel costs. At present it costs on the average \$450 per trip. We estimate that this will increase to \$507 by FY 1983. I have not seen a projection of 2.68M for invitee travel in FY 1983 but assume this was a figure initially being considered by [] for a projected increase of 1000 positions in FY 83. Below is a comparison of EOD's that required invitee travel during the period FY 1979-80 and projected through FY 1983:

<u>YEAR</u>	<u>TOTAL EOD'S</u>	<u>EOD'S REQUIRING INVITEE TRAVEL</u>	<u>INVITEE TRAVEL FUNDS \$ K</u>
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FY 79

FY 80

FY 81

FY 82

FY 83

STAT

 Current Package
 Projected Packa

It must be noted that all people provided travel are not hired. Nevertheless, it may be cheaper in the long run to spend \$500 on travel to save several thousands by not hiring the wrong applicant.

6. I know this memorandum is quite negative toward the report, but the concerns noted above and others are so serious that I could not let the paper stand unchallenged.



Harry E. Fitzwater

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21 APR
21 1981PATB Requirements

Office	Title	PATB*	Office	Title	PATB*
GENC	Attny Adv-Gen	N	SE	All Transc/Transl	Y
IG	Auditor GS-7/10	Y	IMS	CompSysAn/Prog	Y
	Auditor GS-7/11	Y	DCD	IO-Gen	Y
			OED	Ops Off	---
PERS	Prof Trainee	Y	OGSR	Vis Info Spec	Y
OPA	Pub Affairs Off	Y		All IO-Sociol	Y
				IO Agri Econ	Y
MED	Psychologist	Y	OPLA	IO-Gen 9-12	Y
	Med Officer	Y		IO-Gen 11-13	N
	Med Services Off	Y		Behavioral Sci	N
				Med IO/Psych	N
COMO	Telecom Spec	N	OCR	IO Gen	Y
	Electronic Eng	N		Librarian	Y
	Elec Tech	N		Doc Analyst	Y
	Util Equip Spec	N		Micrographics Sys	Y
	Como Off-Sec	N			
LOG	Architect	Y	OSWR	IO-Phys Sci:	
	Civil Eng	Y		P32-52 thru 58	Y
	Electrical Eng	Y		P32-59 thru 65	N
	Contract Off	Y		P32-66 thru 68	Y
	Supply Off Trnee	Y		IO Gen Eng	N
	Eng Tech	N		IO-Phys Sci:	
				P32-70	N
SEC	Electronic Eng	Y		P32-71 thru 73	Y
	Prof Trnee	Y		P32-74	?
	ET	N		IO Gen Eng	?
				IO Electron Eng	N
OTE	Trning Off	Y		IO Phys Sci:	
	Career Trnee	Y		P32-77 & 79	N
	Instr For Lang	N		IO Phys Sci/Analyst:	
				P32-80 thru 81	N
FIN	Accountant	Y	OER	Econ Series	Y
	Fin Asst GS-7	Y	OIA	Illus-Gen	Y
	Fin Asst GS-5	Y		Intel ResSpec-IA	Y
ODP	Computer Program	N	OSR	IO Military	Y
	Systems Prog 7-9	N		IO-Indust Econ	Y
	Computer Spec	N		IO-Gen	Y
	Systems Prog 9-11	N			
	" " 12-13	N	OSIG	Sig Off	Y
	Comp Sys An	N	ORD	Phys Sci-Comp	N
DDO/					
IAD	Ops Off	Y			
NE	Transl/Transc	N			
CMS	Ops Off	Y			
EA	Translator	Y			

<u>Office</u>	<u>Title</u>	<u>PATB*</u>
ODE	Phys Sci-Res	N
	Electron Eng	N
	Electric Eng	N
	Ops Res An	N
	Engineer Gen	N
OTS	Chemist	N
	Electron Eng	N
	Assess Psych	Y
	Cabinetmaker	N
	Machinist-Model	
	Maker	N
	Photo Equip Tech	Pt 1
	Auth Spec	N
	Disguise Spec	N
	Mech Eng	N
	Artist Illust	N
	Photo Eval Eng	N
	Physicist	N
	Electron Tech:	N
	Photo Technol:	
	T64-35	N
	T64-30	Pt 1
	Physcial Chem	N
	Tech Ops Off	N
	EE-Como	N
	Eng Draftsman	N
NPIC	Intel Res Spec	Y
	Technol-Phot	Y
	Comp Prog	Y
	Photogram An	Y
	Photo Gen	N
	OPs Res An	Y
	Comp Operator	N
	Illus Gen	Y
	ET	Y
	Elec Spec	Y



RMS	IO-Prog Eval Off	Y
	Sys An	Y
	IO-General	?